



Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement #
AKANG 19-192b

<https://dmva.alaska.gov/employment/>

POSITION TITLE: Health Systems Superintendent	AFSC or MOS 9G100	OPEN DATE: 18 Sep 2019	CLOSE DATE: 04 Oct 2019
UNIT OF ACTIVITY/DUTY LOCATION: 168th Medical Group, Eielson Air Force Base, Alaska		GRADE REQUIREMENT: Min: E8 Max: E9	
SELECTING SUPERVISOR: Col Craig R. Thomas	Position Number 0956847	PHYSICAL PROFILE: PULHES – 333333	* Contingent on Controlled Grade Availability

AREAS OF CONSIDERATION

On-board AK ANG AGR (Any AFSC)
Alaska Air National Guard members (Any AFSC)

MAJOR DUTIES MAY INCLUDE

AIR GUARD: Please refer to the duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Aptitude Requirement: N/A
 - Strength requirement: Demonstrated ability to lift 40lbs

PREFERRED QUALIFICATIONS

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:

- Resume
- Cover Letter
- Last 3 Enlisted Performance Evaluations
- Letters of Recommendation will be accepted

- Manage health services activities. Plan, develop, manage, and perform health services activities. Perform and direct patient management functions
- Interpret communications, directives, and publications. Coordinate release of information functions
- Prepare health record copies and abstracts. Coordinate release of information functions
- Prepare, file, safeguard, transfer, and retire health record. Maintain patient locator and suspense files
- Prepare, code, and transmit clinical record cover sheets. Transcribe daily information onto charts
- Transcribe physicians' orders, and prepare requests for diagnostic tests, consultations, and referrals
- Perform functions to admit, discharge, and transfer patients
- Compile information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities
- Prepare patient related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation
- Coordinate and prepare forms. Identify and processes Line of Duty (LOD) determinations
- Identify, coordinate, and process medical conditions requiring Medical Evaluation Board (MEB) proceedings
- Verify patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries
- Performs and manages resource management functions. Prepare financial statements and subsistence stock records
- Compile information, subsistence accounting, and prepares statistical reports. Perform market analysis and business-case analysis
- Coordinate third party collection (TPC) activities and prepares necessary reports
- Assist in manpower surveys and in developing manpower standards. Identify manpower standard exceptions and deviations
- Screen medical records to gather data for medical audits. Analyze workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes
- Monitor the Unit Manpower Document (UMD) to ensure requirements and funding are accurately reflected
- Monitor the Unit Personnel Management Roster (UMPR) to ensure correct assignment of personnel resources
- Identify personnel staffing shortages and coordinates permanent or temporary assignment actions
- Collect, maintain, prepare, and analyzes Medical Expense and Performance Reporting Systems data or comparable workload accounting system
- Prepare budget estimates and financial plans
- Monitor expenditures and obligations; analyze financial reports and accounting and workload reporting procedures; conduct studies and internal audits
- Perform and manage medical information technology functions and activities. Request and document technical assistance
- Manage hardware and software activities. Monitor information technology security programs.
- Perform customer support activities
- Manage user-training programs. Perform and manage unit-level medical readiness functions
- Ensure understanding of DoD organizational structure and command relationships
- Perform duties as the unit deployment manager, managing UTCs and ensuring assigned personnel are appropriately trained and equipped
- Assess the medical unit's capabilities to support wartime, humanitarian assistance and installation response requirements
- Ensure publication and currency of unit plans and provides input to wing plans (Medical Contingency Readiness Plan, Comprehensive Emergency Management Plan, Disease Containment Plan, Installation Deployment Plan, etc.)
- Establish/maintain memorandums of agreement and understanding. Coordinate and manages medical deployment activities
- Serve as the Medical Readiness Decision Support System Unit Level Tracking/Reporting Application unit system administrator; monitor unit reports
- Coordinate, schedule, track, and document medical readiness training. Conduct medical readiness in- and out-processing for assigned personnel
- Liaison with the Medical Logistics Office on war reserve materials with regards to deployability
- Establish and augment the medical and unit control center and provides training on the management of classified material, utilization of communication devices, log of events, and after-action reports
- Support MCOR and UTC team chiefs
- Plan, organize and conducts medical readiness training and activities
- Assist exercise evaluation team with development of exercise scenarios
- Perform additional duties as assigned

SPECIAL ANNOUNCEMENT CRITERIA

- Total Active Military Service (TAFMS) REQUIRED FOR AGR SELECTION: In accordance with AKANG Enlisted Force Management Policy Letter, applicants for AGR positions must have the following amounts of active service to fill enlisted positions: (E-8 - 12 years TAFMS or more), (E-9 - 15 years TAFMS or more)

TAFMS waivers may apply

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

ACTIVE GUARD AND RESERVE REQUIREMENTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. IAW ANGI 36-101 "Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...." If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee. Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
 - Resume
 - Cover Letter
 - Last 3 EPR's/OPR's (or equivalent)
 - Letter of Recommendation

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 18-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

** Applications will be accepted through AMRDEC if standard email procedures do not work**

- AMRDEC SAFE Web Application: <https://safe.amrdec.army.mil/safe/> to above email

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

** Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

QUESTIONS:

Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.